

Statement of Work (SOW) – "Multi-Level Support and Technical Assistance for Children's Bureau (CB) Meetings and Conferences"

1 BACKGROUND

The oldest Federal agency for children, the Children's Bureau (CB) is located within the United States Department of Health and Human Service's Administration for Children and Families (ACF), Administration on Children, Youth and Families (ACYF). It is responsible for assisting States in the delivery of child welfare services – services designed to protect children and strengthen families. The agency provides grants to States, American Indian Tribes, Institutions of Higher Learning, and communities to operate a range of child welfare programs including child abuse and neglect, child protective services, family preservation and support, foster care, adoption, and independent living.

It recommends legislative and budgetary proposals, operational planning system objectives and initiatives, and projects and issue areas for evaluation, research and demonstration activities. It represents ACYF in initiating and implementing interagency activities and projects affecting children and families, and provides leadership and coordination for the programs, activities, and subordinate components of the Bureau. In addition, the agency makes major investments in staff training, technology, and innovative programs.

The Children's Bureau administers nine state grant programs and six discretionary grant programs. The State grant programs have their own legislatively mandated matching requirements and formulas for allocation and all require that funds be administered by the State child welfare agency or, in some programs, American Indian Tribes or Tribal Organizations. The State agency can have agreements and contracts with other public agencies and non-public agencies for provision of appropriate services. In the discretionary grant programs, the ACF policy may require a match from grantees for discretionary grant projects other than research.

2 OBJECTIVE

Through this solicitation, the Children's Bureau (CB) will obtain administrative, technical and logistical support and assistance for planning and conducting a variety of meetings, focus groups, national/regional, or professional conferences relative to child welfare issues. Approximately twenty-two (22) meetings and/or activities will be held during each one year period, beginning October 2006. There are four additional option years depending on contractor performance and availability of federal funding.

During each fiscal year, divisions within CB will schedule several meetings, including grantee meetings. These meetings directly support the program needs of the currently authorized discretionary grant programs administered by CB's Data, Research and Innovation and Child Welfare Capacity Building Divisions. They include: Child Welfare Training, Adoption Opportunities; Abandoned Infants, and Healthy Marriage. In addition, there will be three large conferences/meetings, the annual Grantee Meeting, the Indian Child Welfare Conference, and Permanency Partnership Forum.

Also included in this effort will be small meetings of Federal and non-federal experts to discuss critical emerging issues confronting families. Program innovations, treatment approaches, and strategies needed to address child welfare issues. There will also be focus group meetings to provide input in the implementation of new legislation and other initiatives.

3 SCOPE OF WORK

Statement of Work (SOW) – "Multi-Level Support and Technical Assistance for Children's Bureau (CB) Meetings and Conferences"

CB will obtain a multi-level administrative, technical, and logistical support and assistance for planning and conducting a variety of meetings, focus groups, national/regional, or professional conferences relative to child welfare issues. Approximately twenty-two (22) meetings and/or activities will be held during each one-year period. This contract will be awarded and managed by the Children's Bureau. Services will include:

1. Identification, negotiation, and securing high quality meeting facilities that are easily accessible to a Metro rail line and accessible to persons with disabilities ("Access" is defined within the Americans with Disabilities Act) in the immediate Washington, D.C. metropolitan area. This area includes Washington, D.C., suburban Maryland and Virginia;
2. Provision of expert planning, administrative, technical, and logistical support to Federal program staff and specific non-federal program staff and participants (other contractors or planners) CB is working with prior to, during, and following each meeting or activity;
3. Provision of consultation and consultant services with regard to logistics prior to, during, and following each meeting or activity; and
4. Preparation and dissemination of technical reports, manuals, minutes, proceedings and findings resulting from or produced in conjunction with meetings or specific activities/tasks.

Differing levels of support are needed from the contractor based on the type of meeting being convened. Products will depend on the type of meeting to be held and assignments or sub-contracts will be in accord with the level of expertise required to prepare these products. CB may require proceedings to be prepared for some meetings or conferences. The contractor will be responsible for Xeroxing and disseminating copies of the printed proceedings. A record of the meeting will include decisions reached by the group as well as other key decisions. Pros and cons on other substantive issues will be included as well. Xeroxed copies will be produced by the contractor and disseminated. Informational notes may be discussed with each lead staff regarding requirements but will generally be a less comprehensive level than the afore-mentioned products. The contractor should also be able to format any document and make web page ready, if requested.

To successfully carry out the contract, the prospective contractor should have the following skills and capacities:

- Experience and expertise in conference management and planning;
- Ability to acquire sufficient other staff that may be needed on a temporary basis to perform needed tasks at meetings and conferences;
- Ability to handle travel arrangements for meeting participants and speakers;
- Ability to subcontract for particular services the contractor may not have, if necessary. For example: interpreters for meetings, printers for brochures, recorders and writing editors; and
- Ability to work effectively, not only with the Contracting Officer's Technical Representative (COTR), but also with specific CB staff or hired consultants who may be directly responsible for planning and conducting a meeting or conference.

Statement of Work (SOW) – "Multi-Level Support and Technical Assistance for Children's Bureau (CB) Meetings and Conferences"

Estimates of the level of effort required to carry out the scope of work described herein for period of twenty-four months are listed under Specific Tasks below. CB presents this level of effort only as an example. Offers are expected to make their own independent assessment of the resources required to perform the stated tasks.

4 SPECIFIC TASKS

The contractor shall be directly responsible for ensuring the accuracy, timeliness and completion of all tasks under this effort. Specifically, the contractor shall:

TASK 1: ESTABLISH MEETING SCHEDULE AND DEVELOP WORK PLAN

A tentative schedule and proposed work plan shall be included in the offer's proposal. Within one week following contract award, the contractor and the COTR shall meet to clarify expectations and finalize the meeting schedule, as a prerequisite to initiation of work required to successfully implement all scheduled meetings.

TASK 2: ASSIGNED TASK ORDER STAFF MEET WITH CB STAFF AND COTR

Within one month of approval of work plan, the contractor will discuss requirements for each meeting with lead CB staff. Insofar as it is possible, CB requires a minimum of three (3) contractor staff to work on this contract. The contractor will prepare a description of the responsibilities of the contacting staff as they are related to each meeting.

TASK 3: MEET WITH COTR REGARDING TASK ORDER STAFF ASSIGNMENTS AND POSSIBLE MEETING SITES

Upon approval of staff assignments by CB, the contractor will identify for COTR/program consideration and approval, possible sites for each of the meetings and activities planned.

TASK 4: PROVIDE PRE-MEETING LOGISTICAL SERVICES FOR MEETINGS TO BE CONVENED IN THE WASHINGTON, D.C. AREA

The contractor will provide information on lowest cost airfares for participants, speakers, and consultants involved in each of the meetings. This includes those who are to be reimbursed under the contract, as well as those who will pay their own expenses.

For meetings to be held out of town, the contractor will provide information on the lowest cost airfare for their staff, participants, speakers, and consultants involved in each of the meetings. This includes those who are to be reimbursed under the contract, but not for those who will pay their own expenses unless specified by the COTR. Also, provide information on lowest cost rates for acceptable hotels, and possibly confer with Federal staff in that particular area or region for assistance with prior approval from the COTR.

When requested, contact speakers and presenters to ensure their participation and obtain from them what is necessary for their presentation, such as flipcharts and all other equipment needs.

Notify all participants of meeting arrangements as follows:

1. Twelve (12) weeks in advance of scheduled meeting, contractor shall submit for COTR approval, letter of invitation to participants specifying meeting dates, accommodations, and

Statement of Work (SOW) – "Multi-Level Support and Technical Assistance for Children's Bureau (CB) Meetings and Conferences"

travel options, e.g. lowest fares, local transportation and other relevant information to all participants including invited speakers, consultants, and other invitees. Also, if needed, to assist with contacting the invited speakers, consultants and other invitees.

2. Ten (10) weeks in advance of each meeting, the contractor shall develop, for COTR review and approval, draft letters developed to provide participants with the following:
 1. Advance information or materials for review and/or action (research papers, project abstracts, speeches, etc);
 2. A definition and clarification of roles, responsibilities and expected contributions to meeting for each of the participants.
3. Seven (7) weeks in advance of each meeting, the contractor shall submit the final cover letter for COTR review and program signature.

TASK 5: PROVIDE INFORMATION TO ENSURE COTR KNOWLEDGE OF CURRENT STATE OF ALL ACTIVITIES AND TO ALERT TO ISSUES AS THEY ARISE

This task will be accomplished through Technical Progress Reports as well as regular verbal and written communication.

TASK 6: PREPARE/DEVELOP/OBTAIN MEETING MATERIALS

Eight (8) weeks in advance of each meeting, subject to COTR approval, mail letters and advise participants of proposed meeting. In addition, develop and submit draft agenda based on input from Federal staff, planning committee members or others identified by the COTR.

Six (6) weeks in advance of each meeting, prepare agenda in final format and distribute to all participants.

Four (4) weeks in advance of each meeting, assemble, duplicate and distribute to participants, grant abstracts, bibliographic materials and/or other literature identified by the COTR, allowing sufficient time (at least seven [7] days prior to the scheduled meeting) for review.

TASK 7: PROVIDE SUPPORT SERVICES AND ACTIVITIES TO FACILITATE ACTUAL CONDUCT OF MEETING

Assist participants with changes in travel and hotel accommodations or arrangements as necessary.

Provide participants with materials for use during general session(s) and small groups or workshops; to include badges, participant lists, name tents, conference folders, and supplemental materials as needed for the meeting and workshops (writing pads, 2 highlighters, markers and pen, easels, flipcharts, overhead projectors, microphones, pads, pencils, chalk, felt tip markers, tape).

Arrange on-site in prominent locations, visually attractive notices/signs to inform participants of time, scheduling and locations of meetings and activities.

Statement of Work (SOW) – "Multi-Level Support and Technical Assistance for Children's Bureau (CB) Meetings and Conferences"

If requested by the COTR, provide resource for same-day duplication of materials and typing assistance during the meeting. Assume 100 pages of duplication and 25 pages of typing per meeting.

Arrange that the audiovisual needs of speakers and presenters are met. This includes microphones, overhead projectors, computers, telephone lines, equipment for power point presentations, etc.

TASK 8: PROVIDE SERVICES OF EXPERT RECORDER/ANALYST/REPORT WRITER WITH SPECIALIZED KNOWLEDGE IN CHILD WELFARE TO ATTEND MEETINGS, TAKE NOTES, PROVIDE RECORD OR PREPARE SUBSTANTIVE PROCEEDINGS (DEPENDNG ON THE MEETING)

For those meetings when it is requested, the expert will prepare a draft document of/from the proceedings within ten (10) working days of adjournment. A final report will be due within thirty (30) working days of the adjournment.

TASK 9: PREPARE MATERIALS

If requested by the COTR, prepare and distribute Xeroxed copies to all participants of notes or a record of the meeting. Conferences and other selected meetings may require substantive proceedings. Contractors will provide a camera-ready copy to CB for printing of the proceedings. The contractor will be responsible for the distribution of this document at CB's direction. The COTR will provide a list of recipients of the documents.

Develop and distribute updated participant/presenter list.

If requested by the COTR, prepare and mail "thank you" letters to all presenters for meetings and any participants identified by the COTR.

Assemble, duplicate and distribute additional or substitute materials identified by the COTR, e.g. materials provided by grantees, participants or presenters.

Prepare a letter of transmittal to disseminate a summary, updated participant list and material generated during each meeting.

Mail finalized document(s) to all participants.

TASK 10: PREPARE AND PROVIDE MONTHLY VOUCHER PAYMENTS REPORTS ON PARTICANT PAYMENTS, CONSULTANT PAYMENTS AND ALL OTHER INCURRED MEETING EXPENSES

TASK 11: PROVIDE EXPERT CONSULTATION SUPPORT UPON REQUEST

FY 2007 and FY 2008 MEETING SPECIFICATIONS

During Fiscal Years (FY) 2007 and 2008, CB plans to convene approximately twenty-two meetings, conferences, and activities as mentioned in Section 3: Scope of Work. The vast majority of these meetings, conferences, and activities will be convened in Washington, D.C. However, if sites are not available in Washington, D.C. proper, meetings may be held in the greater Washington metropolitan area upon approval of the Task Order Officer (COTR). Below

Statement of Work (SOW) – "Multi-Level Support and Technical Assistance for Children's Bureau (CB) Meetings and Conferences"

is a listing of meetings typically held by the CB in any given fiscal year. Similar meetings and meeting schedules will be held in FY 2007 and FY 2008. The specifics of these meetings and the schedule will be discussed in detail during the first meeting between the Contractor and COTR (refer to Section 4: Specific Tasks-Task1). The Contractor will need to be flexible in understanding that some meetings that are on the schedule may be cancelled or changed to a different meeting focus.

The following projected meetings are supported by this contract annually (dates are approximate):

1. Federal Interagency Workgroup on CAN
Four one-day meetings are held, one in each quarter, beginning in October 2006.
2. NCANDS Training and Technical Assistance Meeting
One two-day National NCANDS Meeting (December)
3. Improving Child Welfare Outcomes through Systems of Care Grantee Meeting
Two two-and-one-half day Improving Child Welfare Outcomes through Systems of Care Grantee Meetings (November and May)
4. CB Consultations/TA Meetings
Two two-day CB Consultations/TA Meetings (Fall and Spring)
5. Annual Grantee Cluster Working Sessions
There are a number of CB grantees who are required to attend annual meetings with the Children's Bureau. Grantees generally come together for two-and-one-half days during the winter/spring. For planning purposes, in FY 2006, there were two meetings planned: one in winter and one in spring. The following grantees were included in the annual grantee meetings:
 - Substance Exposed Infants
 - Promoting Safe and Stable Families Evaluation and Prevention
 - Youth Adoption
 - Child Abuse Prevention and Treatment Act Replication
 - Abandoned Infants
 - Independent Living Supervisory Training
 - Privatization
 - Adoption Opportunity Grantees
 - Child Welfare Training Grantees
 - Promoting Safe and Stable Families (with CBCAP Grantees funded elsewhere)
 - Child Abuse and Neglect Discretionary Grantees
 - Title IV-E Waiver
 - Children's Justice Act Grantees
6. NCANDS Advisory Group
One two-day NCANDS Advisory meeting (Spring)
7. Permanency Partnership Forum
One three-day Meeting (April)
8. Indian Child Welfare Conference (2007)

Statement of Work (SOW) – "Multi-Level Support and Technical Assistance for Children's Bureau (CB) Meetings and Conferences"

One two-day meeting during the Annual States and Tribes Meeting (Spring/Summer 2007)

9. Indian Child Welfare Conference (2008)
One two-day meeting (Spring/Summer 2008)
10. Court Improvement Program Meeting
One one-day meeting during the Annual States and Tribes Meeting (Spring/Summer)
11. National Incidence Study Experts Panel
One two-day panel meeting (March)
12. LONGSCAN Grantees Meeting
One two-day grantee meeting (June)
13. Workforce Institute
One two-day meeting (September)
14. CFSR Court Strategy Session
One one-day meeting for the CIP
15. Indian Child Welfare Conference Planning Group (2007 only)
One one-day meeting (Fall)
16. Support for ACF's Healthy Marriage Annual Meeting
Support for CB grantees who are part of this meeting (Spring)
17. Medical Support Meetings (to be held in two Regions to be identified)
Two one-and-one-half day meetings (Spring/Summer)

FY 2009 – FY 2011 MEETING SPECIFICATIONS

During Fiscal Years (FY) 2009 – 2011, CB plans to convene a similar set of meetings, conferences, and activities. The final approved list of meetings, conferences and activities will be determined during FY 2008. These meetings, conferences, and activities will be convened in Washington, D.C. unless otherwise noted; however, if sites are not available in Washington, D.C. proper, meetings may be held in the greater Washington metropolitan area upon approval of the Task Order Officer (COTR).

Although it is CB's intent to convene all of the listed meetings, conferences and/or activities, changes in legislation or changes in program needs may require CB staff to substitute or change one meeting for another. Substitutions will not affect the costing of the contact since similarly sized meetings will be substituted. All of the dates listed are tentative. CB may change some of the dates to accommodate the use of contract staff so that a designated number of specialized staff from the contractor might be assigned to CB meetings.

The Request of Task Order (RTO) presents specifications for each proposed meeting, conference or activity. The offeror is asked to develop a discrete budget or cost allocation for each meeting to include task-specific cost projections, as well as anticipated labor overhead, G & A and fee(s) incurred in carrying out each meeting. The resulting meeting-specific budgets will provide the basis for review and negotiation of each proposal, and will provide the basis for monitoring the

Statement of Work (SOW) – "Multi-Level Support and Technical Assistance for Children's Bureau (CB) Meetings and Conferences"

technical and fiscal status of the contract. The offeror is asked to provide assurances that they can establish an accounting system which provides CB with levels of actual and obligated expenditures for each meeting, at all times, throughout the life of the contract. Unless otherwise noted, all of the meetings will require:

- A. The contractor is to be able to determine, announce, and collect a registration fee for specific meetings identified by the COTR. This fee will be collected from meeting participants and is to cover the food cost for breaks, lunches, and networking sessions, if applicable, for a specific meeting. Excluded from the collection, but not registration process, will be Federal staff, identified speakers, and invited guests;
- B. Option for networking session at the close of the first day of the meeting;
- C. Prepaid airfare for designated participants whose travel costs are to be paid from the contract;
- D. Payment of all hotel bills for participants whose travel costs are to be paid from the contract;
- E. Reimbursement of designated participants for other travel related expenses no later than fourteen (14) days after a voucher is received for the respective meeting;
- F. Unobstructed meeting rooms, large enough to fit either hollow square or conference style for meetings under 60 participants. For over 60 participants, rooms should be able to accommodate small tables of 10 each;
- G. Physical inspection of rooms by contract coordinator before being discussed with CB staff unless a particular room is requested by the COTR;
- H. Flipchart furnished in all requested rooms;
- I. Badges, name tents, folders of high quality for all participants;
- J. Ability to provide on-site registration of participants; and
- K. Option for audiovisual equipment, computer hookups, telephone lines, or other special requirements that may be needed for a particular meeting.

Please refer to attachment for detailed requirement for each of the meetings listed above.

5 OTHER PERFORMANCE REQUIREMENTS

5.1 Security Requirements

A security clearance is not required in performance of this effort.

5.2 Disclosure of Information

Information made available to the contractor by the Government for the performance or administration of this effort shall be used only for those purposes and shall not be used in any other way without the written agreement of the Contracting Officer. The contractor will not publish or disseminate information without the prior written approval of the Contracting Officer's Technical Representative (COTR)

Statement of Work (SOW) – "Multi-Level Support and Technical Assistance for Children's Bureau (CB) Meetings and Conferences"

The contractor agrees to assume responsibility for protecting the confidentiality of Government records, which are not public information. Each contractor or employee of the contractor to whom information may be made available or disclosed shall be notified in writing by the contractor that such information may be disclosed only for a purpose and to the extent authorized herein.

5.3 Limited Use of Data

Performance of this effort may require the contractor to access and use data and information proprietary to a Government agency or Government contractor which is of such a nature that its dissemination or use, other than in performance of this effort, would be adverse to the interests of the Government and/or others.

Contractor and/or contractor personnel shall not divulge or release data or information developed or obtained in performance of this effort, until made public by the Government, except to authorized Government personnel or upon written approval of the Contracting Officer (CO). The contractor shall not use, disclose, or reproduce proprietary data that bears a restrictive legend, other than as required in the performance of this effort. Nothing herein shall preclude the use of any data independently acquired by the contractor without such limitations or prohibit an agreement at no cost to the Government between the contractor and the data owner which provides for greater rights to the contractor.

5.4 Payment for Unauthorized Work

No payments will be made for any unauthorized supplies and/or services, or for any unauthorized changes to the work specified herein. This includes any services performed by the Contractor of their own volition or at the request of an individual other than a duly appointed Contracting Officer. Only a duly appointed Contracting Officer is authorized to change the specifications, terms, and conditions under this effort.

5.5 Contractor Personnel

The Contractor shall be responsible for managing and overseeing the activities of all Contractor personnel, as well as subcontractor efforts used in performance of this effort. The Contractor's management responsibilities shall include all activities necessary to ensure the accomplishment of timely and effective support, performed in accordance with the requirements contained in the statement of work. Resumes submitted for employees assigned to perform under this statement of work shall contain documented experience directly applicable to the functions to be performed. Further, these prior work experiences shall be specific and of sufficient variety and duration that the employee is able to effectively and efficiently perform the functions assigned.

5.5.1 Project Manager

The Contractor shall provide a Project Manager to facilitate Government-Contractor communications. The Project Manager shall be the primary technical and managerial interface between the Contractor and Contracting Officer (CO) and the Contracting Officer's Technical Representative (COTR) located at the Children's Bureau in the Administration for Children and Families. The name of this person, and an alternate or alternates, who shall act for the contractor

Statement of Work (SOW) – "Multi-Level Support and Technical Assistance for Children's Bureau (CB) Meetings and Conferences"

when the Manager is absent, be designated in writing to the CO. The Project Manager or alternate will have full authority to act for the contractor on all contract matters relating to daily operations.

The Project Manager or alternate must be available during normal duty hours and to meet with government personnel within 24 hours to discuss problems.

The Contractor's Project Manager shall meet with the CO/COTR as necessary to maintain satisfactory performance and to resolve other issues pertaining to Government/Contractor procedures. At these meetings, a mutual effort will be made to resolve any and all problems identified. Written minutes of these meetings shall be prepared by the Contractor, signed by the Contractor's designated representative, and furnished to the Government within two (2) workdays of the subject meeting.

The Project Manager and alternate or alternates must be able to read, write, speak, and understand English.

Emergency or Special Event Services

Occasionally, the Contractor may be required to perform and/or provide services outside the normal hours of duty. These occasions will be infrequent and require services be performed after normal working hours in the evening and/or weekends (Saturday and Sunday). The COTR and the contractor will mutually agree upon any/all deviations to the schedule.

6 PLACE(S) OF PERFORMANCE

Services may be provided off-site, on-site, or a combination of, depending on program requirements. The anticipated places of performance shall be at the contractor site(s) and sites identified by the COTR during performance of this effort. The places of performance include, but are not limited to, the contractor's office and meeting sites identified to fulfill the terms of this work.

7 PERIOD OF PERFORMANCE

The period of performance for this effort is date of award for a period of one (1) year thereafter, hereto referred to as the Base Period. This effort includes four (4) option periods (each one year), which may be unilaterally exercised by the Government. Each option period shall not exceed one year in duration, unless mutually agreed upon and a formal modification issued. All terms and conditions applicable to the base period shall extend to the options unless otherwise agreed upon.

8 DELIVERABLES/DELIVERABLE SCHEDULE (Subject to change if changes in the Tasks are made)

In fulfillment of this effort, the Contractor shall provide the following deliverables. All deliverables shall be submitted to the COTR, unless otherwise agreed upon.

| PRODUCTS | DUE | NUMBER OF COPIES |
|--|---|-------------------------|
| TASK 1 | | |
| Initial meeting schedule and work plan | Seven (7) days after contract commences | |

**Statement of Work (SOW) – "Multi-Level Support and Technical Assistance for
Children's Bureau (CB) Meetings and Conferences"**

| | | |
|---|--|----------------|
| TASK 2 | | |
| Staff assignments | Thirty (30) days after contract commences | |
| TASK 3 | | |
| Finalize staff assignments | Thirty (30) days after contract commences | |
| TASK 4 | | |
| Draft notification letter | Twelve (12) weeks prior to scheduled activity | |
| Initial participant list | Seven (7) weeks prior to scheduled activity | |
| Draft cover letter (to accompany informational material) | Ten (10) weeks prior to each scheduled activity | |
| TASK 5 | | |
| Monthly progress reports | At the end of each month | 3 |
| TASK 6 | | |
| Participant letter to announce each meeting | Eight (8) weeks prior to scheduled activity | 1 copy to COTR |
| Draft Agenda | Eight (8) weeks prior to scheduled activity | 3 |
| Final Agenda | Six (6) weeks prior to each meeting | 3 |
| Meeting materials and letters mailed to all participants | Four (4) weeks prior to each meeting | 3 |
| TASK 7 | | |
| Provide support services and activities for actual meeting | Immediately after meeting in announced and ongoing after meeting ends. | |
| TASKS 8 & 9 | | |
| Materials for each meeting assembled and ready for distribution | Three (3) weeks prior to each meeting | |
| List of actual participants | | 3 |
| | One (1) week after each meeting | |
| Draft cover letter (transmittal) | | 1 |
| | One (1) week after each meeting | |
| Mail all materials to participants | | 1 |

Statement of Work (SOW) – "Multi-Level Support and Technical Assistance for Children's Bureau (CB) Meetings and Conferences"

| | | |
|---|---|---|
| Draft meeting summary and thank you letters to each presenter and for participants | Three (3) weeks after each meeting Within five (5) working days of adjournment | 3 |
| Final meeting summary | Fifteen (15) days after adjournment | 5 |
| Draft report for special activities | To be arranged by COTR | 3 |
| Final report for special activities | Two (2) weeks after COTR acceptance of draft report | 5 |
| TASK 10 | | |
| Payment of experts, consultants, meeting participants | Two (2) weeks after receipt of voucher | |
| Payments of hotels and meeting facilities | Thirty (30) days after receipt of a voucher | |
| Payment of expenses incurred for CB supported national/regional and/or professional conferences | Thirty (30) days after receipt of a voucher | |
| TASK 11 | | |
| Provide expert consultation support services for unspecified purposes up to twenty (20) days | Upon request | |

Unless otherwise specified, the Government will have a maximum of ten (10) working days from the day the draft deliverable is received to review the document, provide comments back to the contractor, approve or disapprove the deliverable(s). The contractor will also have a maximum of ten (10) working days from the day comments are received to incorporate all changes and submit the final deliverable to the Government. All days identified below are intended to be workdays unless otherwise specified.

8.1 Project Plan

The contractor shall prepare a Project Plan describing the technical approach, organizational resources and management controls to be employed to meet the cost, performance and schedule requirements for this effort. The Project Plan shall detail the key activities and milestones, distance learning technology, allocation of staff and other resources necessary to the for successful completion of this effort. The COTR shall receive the revised Project Plan in both hard copy and electronic form, Microsoft Word. Based on the Project Plan, the COTR will provide approval to move forward on activities planned. The contractor shall request prior approval on all activities not included in the plan or any modifications to the plan after approval has been given.

8.2 Monthly Status Report

Statement of Work (SOW) – "Multi-Level Support and Technical Assistance for Children's Bureau (CB) Meetings and Conferences"

The contractor shall document the efforts performed in the completion of each task in a detailed Monthly Status Report due on or before the 10th of each Month. The status report shall include, at a minimum:

- Progress for the period: detailed progress report of findings, activities and accomplishments during the reporting period, and summary of work accomplished during the reporting period and percent complete.
- Activities planned for the next reporting period: planned activities, as well as the status of any/all deliverables, including planned delivery date(s) and actual and/or anticipated delivery date(s).
- Problems encountered: identification of any problems, issues or delays and recommendations as to their resolution, and any corrective action that was taken to correct identified problems.
- Strategy revisions: recommended changes to include any lessons learned

8.3 Final Report

The contractor shall provide a final report, to the COTR, at the conclusion of this effort. The report will summarize objectives achieved, significant issues, problems and recommendations to improve the process in the future.

8.4 Deliverable Table

| Reference | Milestone/Deliverable | Responsibility | Date |
|------------------|---------------------------------------|-----------------------|-------------------------------------|
| 8 Task 1 | Initial Meeting to Agree on Work Plan | Government/Contractor | Contract Award (CA)+ 1 weeks |
| 8 Task 2 | Present requirements for All Meetings | Contractor | One Month following Initial Meeting |
| 8.2 | Monthly Status Report | Contractor | 10th of each month |
| 8.3 | Final Report | Contractor | Effort Expiration |

8.5 Inspection and Acceptance Criteria

Final inspection and acceptance of all work performed, reports and other deliverables will be performed at the place of delivery by the COTR.

8.6 General Acceptance Criteria

General quality measures, as set forth below, will be applied to each work product received from the contractor under this statement of work.

- Accuracy - Work Products shall be accurate in presentation, technical content, and adherence to accepted elements of style.

Statement of Work (SOW) – "Multi-Level Support and Technical Assistance for Children's Bureau (CB) Meetings and Conferences"

- Clarity - Work Products shall be clear and concise. Any/All diagrams shall be easy to understand and be relevant to the supporting narrative.
- Consistency to Requirements - All work products must satisfy the requirements of this statement of work.
- File Editing - All text and diagrammatic files shall be editable by the Government.
- Format - Work Products shall be submitted in hard copy (where applicable) and in media mutually agreed upon prior to submission. Hard copy formats shall follow any specified Directives or Manuals.
- Timeliness - Work Products shall be submitted on or before the due date specified in this statement of work or submitted in accordance with a later scheduled date determined by the Government.

9 QUALITY ASSURANCE

The COTR will review, for completeness, preliminary or draft documentation that the Contractor submits, and may return it to the Contractor for correction. Absence of any comments by the COTR will not relieve the Contractor of the responsibility for complying with the requirements of this work statement. Final approval and acceptance of documentation required herein shall be by letter of approval and acceptance by COTR. The Contractor shall not construe any letter of acknowledgment of receipt material as a waiver of review, or as an acknowledgment that the material is in conformance with this work statement. Any approval given during preparation of the documentation, or approval for shipment shall not guarantee the final acceptance of the completed documentation.

10 POST AWARD EVALUATION OF CONTRACTOR PERFORMANCE

a) Contractor Performance Evaluations

Interim and final evaluations of contractor performance will be prepared on this effort in accordance with FAR Subpart 42.1500. A final performance evaluation will be prepared, by the COTR, at the time of completion of work. In addition to the final evaluation, interim evaluations may be prepared, by the COTR, annually to coincide with the anniversary date of this effort.

Interim and final evaluations will be provided to the Contractor as soon as practicable after completion of the evaluation. The Contractor will be permitted thirty (30) calendar days to review the document and to submit additional information or a rebutting statement. Any disagreement between the parties regarding an evaluation will be referred to an individual one level above the CO, whose decision will be final.

Copies of the evaluations, Contractor responses, and review comments, if any, will be retained as part of the contract file, and may be used to support future award decisions.

b) Electronic Access to Contractor Performance Evaluations

Statement of Work (SOW) – "Multi-Level Support and Technical Assistance for Children's Bureau (CB) Meetings and Conferences"

Contractors that have Internet capability may access evaluations through a secure Web site for review and comment by completing the registration form that can be obtained at the following address: <http://cpscontractor.nih.gov>.

The registration process requires the contractor to identify an individual that will serve as a primary contact and who will be authorized access to the evaluation for review and comment. In addition, the Contractor will be required to identify an alternate contact who will be responsible for notifying the contracting official in the event the primary contact is unavailable to process the evaluation within the required thirty (30) calendar day time frame.

11 SECTION 508 COMPLIANCE REQUIREMENTS

Any/all electronic and information technology (EIT) procured through this effort must meet the applicable accessibility standards at 36 CFR 1194. 36 CFR 1194 implements Section 508 of the Rehabilitation Act of 1973, as amended, and is viewable at <http://www.section508.gov>.

12 GOVERNMENT FURNISHED PROPERTY/INFORMATION

Not Applicable

13 PERSONNEL REQUIREMENTS

13.1 Key Personnel Definition

Certain skilled experienced professional and/or technical personnel are essential for accomplishing the work to be performed. These individuals are defined as "Key Personnel" and are those persons whose resumes were submitted and marked by the vendor as "Key Personnel". No substitutions shall be made of accepted key personnel except for sudden illness or death, or termination of employment. Substitutions shall only be accepted if in compliance with "Substitution of Key Personnel" provision identified below.

13.2 Substitution of Key Personnel

All Contractor requests for approval of substitutions hereunder shall be submitted in writing to the COTR and the Contracting Officer at least twenty-five (25) calendar days in advance of the effective date, whenever possible, and shall provide a detailed explanation of the circumstances necessitating the proposed substitution, a complete resume for the proposed substitute, and any other information requested by the Contracting Officer necessary to approve or disapprove the proposed substitution. An interview may also be requested. The COTR and the Contracting Officer will evaluate such requests and promptly notify the Contractor of approval or disapproval in writing.

13.3 Key Personnel Designation

For the purpose of the overall performance of this effort, the Contractor's Project Manager shall be designated as a key person.

**Statement of Work (SOW) – "Multi-Level Support and Technical Assistance for
Children's Bureau (CB) Meetings and Conferences"**

The Project Manager shall be the Contractor's authorized point of contact with the Government CO and the COTR. The Project Manager shall be responsible for formulating and enforcing work standards, assigning schedules, reviewing work discrepancies, and communicating policies, purposes, and goals of the organization to subordinates.